

Job Summary:

As a member of a traveling grounds crew performs grounds maintenance at various office sites and child development centers.

Essential Functions:

- Gather and remove litter or debris from site grounds.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, power washers or axes.
- Operate vehicles or powered equipment, such as mowers, tractors, trailers, leaf blowers, chain-saws, electric clippers, pruning saws or rototiller.
- Irrigate lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans. Use irrigation methods to adjust the amount of water consumption and to prevent waste
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Mix and spray or spread approved fertilizers onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers or foliage.
- Trim or pick flowers and clean flower beds. Decorate gardens with stones or plants.
- Attach wires from planted trees to support stakes.
- Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs and apply mulch for protection, using gardening tools.
- Mow or edge lawns, using power mowers or edgers.
- Rake, mulch, and compost leaves.
- Provide proper upkeep of sidewalks, driveways, parking lots, planters or other grounds features.
- Maintain, replace and repair irrigation systems, including winterizing the systems and starting them up in spring.
- Maintain or repair equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Power wash playground equipment, sidewalks and buildings.
- Haul or spread topsoil, sand, bark and mulch.
- Drive truck and trailer to work sites.
- Rototill grounds and sand box at scheduled times.
- Identify and report conditions that may present safety hazards (cracked sidewalks, peeling paint).
- Work cooperatively with grounds crew team members.
- Safely load, secure and transport grounds equipment between worksites.
- Adhere to safety guidelines and procedures and wear personal safety equipment (protective eye wear, gloves, hearing protection, face masks, steel toe shoes)
- May perform custodial duties during staff shortages.

Knowledge and/or Abilities:

- **Skills/Abilities to:**
 - Follow work plan to ensure deadlines are met, and schedules are maintained.
 - Inspect completed work to ensure conformance to specifications, standards, and State licensing requirements.
 - Follow schedule work and remain flexible, depending on work priorities, equipment availability, or weather conditions.
 - Direct or perform mixing or application of fertilizers, insecticides, herbicides, or fungicides.
 - Perform routine maintenance or repair of equipment, such as power tools or motorized equipment.
 - Inventory supplies of tools, equipment, or materials to ensure that sufficient supplies are available and items are in usable condition.
 - Review work assignments to determine service, machine, or workforce requirements for jobs.
 - Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.

- Order the performance of corrective work when problems occur and recommend procedural changes to avoid such problems.
 - Prepare or maintain required records, such as work activity, inventory and maintenance schedules or personnel reports.
 - Identify diseases or pests affecting landscaping and order appropriate treatments.
 - Recommend changes in working conditions or equipment use to increase crew efficiency.
 - Read and understand Material Safety Data Sheets.
 - Communicate effectively in oral and written forms.
 - Work without direct supervision; manage time wisely.
 - Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
 - Use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Knowledge of:**
 - Machines and tools, including their designs, uses, repair and maintenance
 - Horticulture, pest control and weed abatement.
 - Methods, materials and equipment used in the care of school grounds.
 - Basic grounds maintenance procedures including mowing, edging, raking and weeding.
 - Safe work procedures in the operation of hand and power tools and equipment.
 - Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, grass, etc.
 - Herbicides and other chemicals used in grounds maintenance (training provided as necessary).
 - Operation and maintenance of hand and power tools and equipment used in grounds keeping.
 - Methods and materials used in controlling pests, insects, and weeds.
 - Read and understand Material Safety Data Sheets.

Working Conditions and Physical Abilities: Outside with playgrounds and parking lots; Varying weather conditions; occasional lifting carrying, and/or pulling; some climbing and balancing; frequent stooping, kneeling, and/or crawling; 15% sitting, 45% walking, 40% standing.

Education and Experience Required:

- High school graduate or GED
- Experience as a custodian or groundskeeper preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.
- Meet and follow TCOE driving standards.

FLSA Status: Non-Exempt

March 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.